



# Alaska Air National Guard Active Guard Reserve (AGR) Position Announcement # **AKANG 14-79**



<http://dmva.alaska.gov/employment.htm>

<b>POSITION TITLE:</b> <b>Knowledge Operations Management Craftsman</b>	<b>AFSC:</b> <b>3D0X1</b>	<b>OPEN DATE:</b> <b>25 JUNE 2014</b>	<b>CLOSE DATE:</b> <b>10 JULY 2014</b>
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> <b>168<sup>th</sup> Maintenance Squadron, Eielson Air Force Base, Alaska</b>		<b>GRADE REQUIREMENT:</b> <b>Minimum: E3 Maximum: E6</b>	
<b>SELECTING SUPERVISOR:</b> <b>Lt Col Borneo</b>	<b>VACANCY:</b> <b>0955237</b>	<b>PHYSICAL PROFILE:</b> <b>PULHES – 333233</b>	

## AREAS OF CONSIDERATION

**Area 1** On Board AKANG AGR (**ANY AFSC**)

**Area 2** Alaska Air and Army National Guard members (**ANY AFSC OR MOS**)

**Area 3** Nationwide (Military members eligible for membership in to the AKANG (**MUST HOLD ADVERTISED AFSC**))

*\*All applicants MUST meet the grade requirement and physical/medical requirements outlined\**

## MAJOR DUTIES MAY INCLUDE

- Develop, govern , and monitor processes, technologies, and practices that support organizations to identify, capture, organize, and employ information in both fixed and deployed environments
- Manage the overall process for organizations to plan, coordinate, manage, share, and control information
- Identify and analyze data, information, and knowledge requirements to facilitate discovery and dissemination of decision-quality information
- Leverage the interaction of people, processes, and enterprise technologies to capture, store, organize, share, and control tacit and explicit knowledge
- Leverage continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross-functional information in a collaborative, timely, and contextual manner
- Promote organizational information as a reusable, shared, protected, consistent, and compliant resource
- Manage and enforce use of metadata, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics
- Assist and educate users on authoritative data sources, data services, and presentation tools to meet organizational objectives
- Assist organizations with meeting statutory records management requirements, to include training, policies, and technologies used to identify, organize, protect, share, archive, and dispose of official government records
- Operate and manage records, information, management systems, and records staging facilities for long-term and permanent records
- Provide assistance and training with Privacy Act, Freedom of Information Act, and Civil Liberties programs
- Manage, supervise, and perform planning and implementation activities
- Manage implementation and project installation and ensure architecture, configuration, and integration conformity
- Develop, plan, and integrate base communications systems
- Serve as advisor at meetings for facility design, military construction programs and minor construction planning
- Evaluate base comprehensive plan and civil engineering projects
- Monitor status of base civil engineer work requests
- Perform mission review with customers
- Control, manage, and monitor project milestones and funding from inception to completion
- Determine adequacy and correctness of project packages and amendments
- Monitor project status and completion actions
- Manage and maintain system installation records, files, and indexes
- Evaluate contract, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems
- Perform additional duties as assigned

## INITIAL ELIGIBILITY CRITERIA

- APTITUDE REQUIREMENT – ADMINISTRATIVE – 47
- SECURITY CLEARANCE – **Secret** (eligible to obtain)
- STRENGTH APTITUDE - Demonstrated by weight lift of 40 LBS
- AFSC not open to non-United States Citizens. AFSC identified is open to United States nationals
- **Upon selection, approval of Exceptional Family Member Program is Required for members with dependants**

**\*See page 3 for Preferred Qualifications and All Required Documents for Considerations\***

# !!! IMPORTANT NOTICE!!!

**Applications will be screened AFTER the job closing date, not prior. Please review your application for accuracy prior to and compliance prior to submission to JFHQ-AK/HRO.**

**\*\* SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, DON'T WAIT UNTIL THE CLOSE DATE TO SUBMIT\*\***

**Application packages will not be accepted after the advertised Close Date.**

**It is extremely important to follow the application instructions contained in the job announcement.**

## IMPORTANT NOTES:

Due to the volume of application packages received, packages received within 4 duty days of the close date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittal of any missing requirements after the close date will NOT be accepted. Questions pertaining to application requirements should be referred to JFHQ-AK/HRO. Only JFHQ-AK/HRO will determine qualification/disqualification.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is the applicant's responsibility to ensure the submitted MPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

## APPLICATION REMINDERS:

All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applications must be complete upon initial receipt, in 1 single PDF package with *NO* blank pages emailed to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil), please refer to FAQs below to assist further.

Safe Access File Exchange (SAFE) is designed to provide [AMRDEC](https://safe.amrdec.army.mil) and its customers an alternative way to send files other than email. SAFE supports file sizes up to 2GB. (<https://safe.amrdec.army.mil>)

Alaska National Guard Human Resources Office will notify candidates whose application is not complete and/or disqualified via the email address provided on the resume.

## **FREQUENTLY ASKED QUESTIONS (FAQ):**

**Q:** How do I create one PDF file when some documents have electronic signatures?

**A:** Print all documents and scan as one document. Ensure that blank pages are no included in final PDF prior to sending to application.

**Q:** If I feel I am qualified for a vacancy, but do not have all required criteria in the advertisement, will I be considered for the position?

**A:** No. HRO contains criteria and application procedures unique to a specific position. Criteria vary with each advertised position; however, all positions require eligibility for AKANG membership, certain experience and grade requirements. Do not submit a package unless all requirements are met.

**Q:** If I want to apply for more than one position, can I send one package for all?

**A:** No. Separate packages are required for each position.

**Q:** What does "Immediately promotable" mean?

**A:** Immediately promotable means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. Refer to ANGI 36-2502 for Airman, ANGI 36-2504 for officers.

**Q:** May I find out who or how many others applied for the position?

**A:** No. We will not release any information on any applicant.

**Q:** How do I pull my vMPF RIP?

**A:** Log into the AF Portal. Select "virtual MPF" under Top Links (left hand side of home page). Click on "Record Review/Update" (lower left corner). Click on "View/Print All Pages".

**Q:** Do I need to submit an AF Form 422 with PULHES?

**A:** Yes. An AF Form 422 must be submitted with ALL applications. If an AF Form 422 is not available for some reason, a World Wide Duty Statement can be in replacement of your AF Form 422.

**Q:** How will I be notified if I am selected?

**A:** Official notifications will be made from the selecting supervisor. All notifications are accomplished via email or telephone to the addresses or phone numbers you provided. Do not take any action that will obligate you or the government on the assumption that you will be selected. This includes selling your home, quitting your job, etc. You are not considered "hired" until you have published orders in hand.

**Q:** How long would my AGR tour be?

**A:** As appropriate, members will be advised of the tour length when/if selected for a position prior to acceptance.

## PREFERRED QUALIFICATIONS

- Knowledge is mandatory of: planning and coordinating the complete life-cycle of organizational data and information assets, including enterprise information management, technologies, information security, and knowledge operations
- Experience performing or supervising functions such as knowledge management planning; liaison/outreach between units and customers and information integration/presentation
- Experience and knowledge of programs to include ANG Reserve Orders Writing System (AROWS), Command Human Resources Intelligence System (CHRIS), Defense Travel System (DTS)

## INSTRUCTIONS FOR APPLICANTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities	Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program	IAW ANGI 36-101 "Initial tours may not exceed 6 years..." AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD
Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required	Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status	An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. <u>Application Package will not be forwarded without statement</u>
AGRs must have 12 months in assigned position or will not be considered for reassignment. <i>IAW ANGI 36-101. Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.</i>	If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee	Any further questions regarding the AGR program may be answered in ANGI 36-101
ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered...."		

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil). Hard copy applications will **NOT** be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. **Applications received with an unsigned NGB 34-1 will not be forwarded for consideration.** Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. **Per ANGI 36-101, the application package must include at minimum the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness.** *Items 1-10 are required by the Human Resource Office to determine initial qualifications.* If the required documents are not submitted, a letter of explanation must be included. **Incomplete packages will not be considered for the position vacancy.**

1. NGB Form 34-1(Application Form for Active Guard/Reserve (AGR) Position Position **dated 20131111** (Available on <http://dmva.alaska.gov/employmer>)
2. CURRENT Records Review RIP (available on vMPF (<http://www.afpc.randolph.af.mil/vs>))
3. CURRENT PASSING Report of Individual Fitness (from Air Force Fitness Management Systems (AFFMS))
4. CURRENT AF Form 422 Notification of Air Force Member's Qualification Status (from clinic within 6 months)
5. Cover Letter & Resume (OPTIONAL)
6. Statement confirming applicant meets All Initial Eligibility Requirements (Available on <http://dmva.alaska.gov/employment.htm>)
7. Signed Statement of Administrative demotion (If applicable) (Available on <http://dmva.alaska.gov/employment.htm>)
8. Last 3 Enlisted Performance Evaluations (If applicable)
9. CURRENT AGR/Mobility/ADSW Orders (If applicable)
10. Signed Statement of Agreement to Retrain (if applicant does not possess advertised AFSC)
11. Letters of Recommendation will be accepted

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE** single PDF file with **NO** blank pages.  
 PDF File Name should be: (Position Announcement Number) Last name, First name, Grade  
 (Example: **ANG 14-79 Doe, Jane E1**)  
 Email Subject should be: (Position Announcement Number)  
 (Example: **ANG 14-79**)  
 Email Application Package to [AKNG-Apply@mail.mil](mailto:AKNG-Apply@mail.mil)

### QUESTIONS:

To verify receipt of application, you may call 907-428-6452 (DSN 317-384-4452)

## REMARKS

Federal law prohibits the use of government postage for submission of applications.

### THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.